

**MINUTES OF A VIRTUAL MEETING OF THE FULL GOVERNING BODY (FGB) OF  
STEEPLE MORDEN CHURCH OF ENGLAND PRIMARY SCHOOL  
HELD VIA ZOOM ON 24 MARCH 2021 AT 7.30PM**

**Governors Present:** Karenza Nutley (Chair for the meeting), Christian Amadeo, Sam Brown, Ryan Ellett (Associate Governor), Tracey How (Headteacher), Marie Gardner (Co Chair), Liz Martin, Gillian McGuire, Catherine Seward.

**Also in Attendance:** Jacquie Watts (Clerk), Debbie Littlefair and Ann Lynn (governors in waiting)

*The meeting was quorate.*

*(NB: Governor Challenge, Questions and Monitoring are highlighted in bold)*

Action By:

<b>1.</b>	<p><b>Apologies for Absence</b></p> <p><b>NOTED:</b> Apologies for absence were received from Shamus Williams because of other meeting commitments. The Chairs had agreed with Gabrielle Edwards that she would not attend meetings for a while because of work commitments. They tendered apologies on her behalf.</p> <p><b>AGREED:</b> to accept the two apologies received for the meeting.</p>	
<b>2.</b>	<p><b>Declarations of Interest.</b></p> <p><b>NOTED:</b> there were no declarations of interest in relation to the meeting's agenda.</p>	
<b>3.</b>	<p><b>Minutes of Last Meeting – 10<sup>th</sup> February 2021</b></p> <p><b>NOTED:</b> the minutes of the full governing body meeting held on 10<sup>th</sup> February 2021 as circulated with the agenda.</p> <p><b>NOTED:</b> the following MATTERS ARISING:</p> <ul style="list-style-type: none"> <li>• <b>Apologies for Absence (min. 1 refers)</b> – the register of attendance had been amended to show apologies for absence for Gabrielle Edwards for the December meeting.</li> <li>• <b>Appointment of Governors (min. 3 refers)</b> – Debbie Littlefair and Ann Lynn had yet to clear their DBS and Section 128 checks and therefore remained governors in waiting. Neither the school, nor Ann Lynn had heard from the Diocese regarding her outstanding appointment, which was believed to have been considered by the Diocese in February 2021. Her appointment could not be confirmed until this had been received.</li> </ul> <p><b>AGREED:</b> the Clerk would contact the Diocese to establish the current position.</p> <ul style="list-style-type: none"> <li>• <b>Minutes of Last Meeting (min. 4 refers)</b> – the Headteacher had reviewed the School Development Plan, which was on the agenda for the meeting.</li> <li>• <b>Minutes of Last Meeting (min. 4 refers)</b> – The distribution of policies and procedures was not seen as a priority at the current moment as the Business Manager had been ill and subsequently resigned.</li> <li>• <b>Minutes of Last Meeting (min. 4 refers)</b> – the meeting had previously agreed the use of electronic signatures for FGB documents. Governors were asked if this could be extended to sub-committees.</li> </ul> <p><b>AGREED:</b> electronic signatures could be used for sub-committees.</p>	<b>Clerk</b>

	<ul style="list-style-type: none"> <li>• <b>Minutes of Last Meeting (min. 4 refers)</b> – the chairs had resolved the issue of the external phone number.</li> <li>• <b>Minutes of Last Meeting (min. 4 refers)</b> – Gillian McGuire’s training slides had not yet been uploaded to the shared folders. She undertook to do this during the meeting.</li> <li>• <b>Headteacher’s Report (min. 8 refers)</b> – the Chairs had passed on governors’ best wishes for a speedy recovery to the Headteacher.</li> <li>• <b>School Development Plan (min. 10 refers)</b> – this was an item on the main agenda.</li> <li>• <b>Health and Safety (min. 11 refers)</b> – the Health and Safety Link Governor advised the Health and Safety review had been postponed because of lockdown and his review in light of the LA’s Health and Safety checklist would have to wait until after lockdown when he could physically have access to the school.</li> <li>• <b>Polices (min. 12 refers)</b> – parents were currently being consulted over the RSE policy. Responses would be fed back to the curriculum committee.</li> <li>• <b>Governor Training and Briefings (min. 13 refers)</b> –all updated documentation was on the shared folders.</li> <li>• <b>Governor Visits (min. 14 refers)</b> – a number of governors had attended online assemblies. Gillian McGuire had attended Diocesan linked assembly. Shamus Williams would be leading an assembly on the coming Friday.</li> <li>• <b>AOB (min. 16 refers)</b> – discussions about staff well being were taking place at Resources Committee meetings.</li> </ul> <p><b>AGREED:</b> the minutes of the previous meeting held on 10<sup>th</sup> February 2021 as a true and correct record of the meeting. They would accordingly be signed by the Chair for the meeting and delivered to the school for safekeeping. The Clerk would send a copy of the minutes to the school for uploading onto its website.</p>	<b>KN Clerk</b>
<b>4.</b>	<p><b>Minutes of Meeting of Resources Committee – 10<sup>th</sup> March 2021</b></p> <p><b>NOTED:</b> the minutes as circulated with the agenda. The Chair of Resources summarised the committee’s areas of discussion including: pension strain, COVID 19 claims, the third year of the ICT contract and its renewal in the following year, personnel matters including the death of a member of staff following COVID 19 and the resignation of another. Temporary arrangements were in place following the resignation of the caretaker. It had been decided that it was not the right time to initiate the staff questionnaire. It had been agreed the Headteacher should investigate a possible consultancy arrangement with Smarties. It had been agreed the school swimming pool would not open in the summer and the school would consider offsite options when the pandemic permitted.</p> <p><b>NOTED:</b> approval of the use of electronic signatures for the committee, as per the agenda, had already been agreed under minute 3 above.</p> <p><b>AGREED:</b> to receive and ratify the Resources Committee minutes of 10<sup>th</sup> March 2021.</p>	
<b>5.</b>	<p><b>Minutes of Meeting of Curriculum Committee – 4<sup>th</sup> March 2021</b></p>	

	<p><b>NOTED:</b> the minutes as available in the shared folders. The Chair of Curriculum summarised the committee's discussions as including: COVID 19, Key Stage Leaders' report, Zoom lessons and the initial positive parental response to the distance learning questionnaire, Christian distinctiveness, RSE policy and the Marking and Feedback procedure <b>that the meeting felt to be a good document. Governors appreciated the Key Stage Leaders' Reports.</b></p> <p><b>NOTED:</b> approval of the use of electronic signatures for the committee, as per the agenda, had already been agreed under minute 3 above.</p> <p><b>AGREED:</b> to receive and ratify the Curriculum Committee minutes of 4th March 2021.</p>	
6.	<p><b>Correspondence</b></p> <p><b>NOTED:</b> there was nothing to report.</p>	
7.	<p><b>Headteacher's Report</b></p> <p><b>NOTED:</b> the Headteacher's report as available in the governors' folders. The school was considering its options after the resignation of three members of staff: a lunchtime supervisor, the caretaker and the Business Manager. It was taking advice from EPM.</p> <p><b>NOTED: Governors asked how the return to school for all pupils had gone?</b> The first week was positive, but staff and pupils were now tired and the school was having to re-establish appropriate school behaviour amongst pupils whilst assessing the gaps in their learning. <b>Governors asked if the school had taken extra precautions following the COVID outbreak.</b> The school had tightened up further on its cleaning and staff were in fewer bubbles (i.e. most sub-bubbles had been abandoned). However there were siblings in different bubbles. The school was also frustrated when it knew that certain families were not socially distancing properly. The school had challenged them but could do nothing to prevent it. <b>Governors asked if it was known how many staff had been vaccinated?</b> A reasonable number had at least had one shot. Staff were arranging vaccination appointments on Fridays and in the Easter Holidays so the side effects did not impact on the school.</p> <p><b>NOTED:</b> lunchtime arrangements. The school was advertising for more lunchtime helpers.</p> <p><b>NOTED:</b> Applications for the Reception class were looking positive. Currently there were 27 first choices but numbers would firm up in May and June. <b>Given the low enrolments in previous years, governors were pleased by the increased number of applications. A governor asked what would happen if applications exceeded 30?</b> The school advised that its PAN was capped at 30. <b>The possible impact of the revamped website and the introductory video on the increased applications was discussed, along with the possible effect of successful remote learning arrangements and parental word of mouth.</b></p>	

	<p><b>NOTED:</b> Attendance was looking good at 95.5%. <b>Governors asked about the 4.5% not attending and how much was related to COVID?</b> 4 children had not returned when the school had re-opened because the parents remained concerned about COVID. The school had been working with the families and it was expected the children would return after Easter when more people had been vaccinated. Other absences were caused by parents sensibly keeping children at home when they demonstrated symptoms that might be COVID related. A number of children had also had a sickness bug. <b>Governors asked whether staff off sick would be returning?</b> The school hoped they would be returning after Easter, health permitting</p>	
8.	<p><b>Safeguarding</b></p> <p><b>NOTED:</b> there were no new issues to report, but some longstanding cases had escalated over lockdown.</p>	
9.	<p><b>School Development Plan</b></p> <p><b>NOTED:</b> the School Development Plan (now known as the Recovery, Development and Improvement Plan) as available in the governors' folders. It had been RAG rated and would be discussed with staff at the INSET days after Easter. <b>Governors asked if the school needed any assistance with moving forward the areas marked as red?</b> The school said it didn't need assistance. The areas had remained red because of the limitations of lockdown, but the Headteacher was not concerned at present. Areas that could not be marked as green by the end of the year could be rolled over into the following year's plan.</p> <p><b>NOTED:</b> the section on Governor self review and audit had yet to be completed and RAG rated. <b>Governors discussed the recent skills audit undertaken. It had been used when recruiting new governors. There was no need for another skills audit until the following academic year. Governors would consider online monitoring visits next term.</b></p> <p><b>AGREED:</b> the governor self review and audit section of the plan should be RAG rated as green.</p> <p><b>NOTED:</b> <b>governors questioned if the section on monitoring pupil development would soon be marked as amber as work was clearly happening? the questioned why the ability to articulate the school's vision was red when a vision statement had been agreed?</b> The Headteacher acknowledged that most people knew the school strapline, but felt that more work was needed, maybe in the summer term, to explore what that really meant to pupils and parents.</p>	
10.	<p><b>Health and Safety</b></p> <p><b>NOTED:</b> as per matters arising from the previous minutes, the Health and Safety Link Governor advised the Health and Safety review had been postponed because of lockdown and his review in light of the LA's Health and Safety checklist would have to wait until after lockdown when he could physically have access to the school.</p>	<b>RE</b>
11.	<p><b>Governor Training and Briefings</b></p>	

	<p><b>NOTED:</b> Marie Gardner had circulated details of available online training. She encouraged everyone to take advantage of it while it was available.</p> <p><b>NOTED:</b> Gillian McGuire's training slides had now been uploaded to the shared folders as she had done this during the meeting. Sam Brown would be attending the Summer Term governor conference, but would need to rebook as the 5<sup>th</sup> May date he had booked had subsequently been cancelled.</p>	
12.	<p><b>Governor Visits.</b></p> <p><b>NOTED:</b> governor monitoring attendance at online school assemblies as minuted under matters arising. It was hoped that there could be some monitoring activity reports in the summer term.</p>	
13.	<p><b>AOB</b></p> <p><b>NOTED:</b> the Headteacher's performance review monitoring meeting had recently taken place. Karenza Nutley had replaced Suzanne Summerhayes on the panel.</p>	
14.	<p><b>Date and Time of Next Meeting</b></p> <p><b>AGREED:</b> the next scheduled meeting of the Full Governing Body would take place on Wednesday, 19<sup>th</sup> May at 7.30pm by ZOOM.</p> <p style="text-align: right;"><b>The meeting finished at approximately 8.30pm</b></p>	

Drafted by: Jacquie Watts  
**Clerk To The Governors**  
**25<sup>th</sup> March 2021**

**Approved by the Full Governing Body on:**

**Date:** .....19<sup>th</sup> May 2021.....

**Signature (Chair):**.....